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| **JOHN SMITH** |
|  | **ADMINISTRATIVE ASSISTANT** |
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| **Contact** |
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| (212) 204-5342 |  |
| david.perez@gmail.com |  |
| 1938 W Augusta Blvd, Chicago, IL 60622 |  |
| linkedin.com/in/davidperez |  |
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| **Education** |
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| **(May 2015)****Bachelor Of Arts in History,***Graduated magna cum laude*RIVER BROOK UNIVERSITY – Chicago, IL |
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| **Key Skills** |
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| Microsoft Office |
| Spanish and English |
| Web and tech savvy |
| Typing speed of 70 WPM |
| Problem solving |
| Team leadership |
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| **Awards** |
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| **(May 2018)**AWARD TITLE / Brand |

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| **Profile** |
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| Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possesses a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager. |
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| **Professional Experience** |
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| **ADMINISTRATIVE ASSISTANT**REDFORD & SONS – Chicago, IL  | **SEP 2019**  **– Present** |
| * Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
* Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company
* Developed new filing and organizational practices, saving the company $3,000 per year in contracted labor expenses
* Maintain utmost discretion when dealing with sensitive topics
* Manage travel and expense reports for department team members
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| **SECRETARY**BRIGHT SPOT LTD – Boston, MA  | **JUN 2017****– AUG 2019** |
| * Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
* Opened, sorted, and distributed incoming messages and correspondence
* Purchased and maintained office suppled inventories, and always carefully adhered to budgeting practices
* Greeted visitors and helped them either find the appropriate person or schedule an appointment
* Recorded, transcribed, and distributed minutes of meetings
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| **SECRETARY**SUNTRUST FINANCIAL – Chicago, IL  | **JUN 2015** **– AUG 2017** |
| * Recorded, transcribed and distributed weekly meetings
* Answered upwards of 20 phone calls daily, taking detailed messages
* Arranged appointments and ensured executives arrived to meetings with clients on time
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